

# TIMEFAX

FAX TO DSN: 430-1980  
(717) 605-1980

|       |  |                |  |             |  |                 |  |  |                     |  |  |
|-------|--|----------------|--|-------------|--|-----------------|--|--|---------------------|--|--|
| 1 SSN |  | 2 PHONE NUMBER |  | 3 DIST CODE |  | 4 EMPLOYEE NAME |  |  | 5 PAY PERIOD ENDING |  |  |
|-------|--|----------------|--|-------------|--|-----------------|--|--|---------------------|--|--|

  

|                         |          |     |     |     |     |     |     |     |  |  |  |
|-------------------------|----------|-----|-----|-----|-----|-----|-----|-----|--|--|--|
| 6 CURRENT WORK SCHEDULE |          | SUN | MON | TUE | WED | THR | FRI | SAT |  |  |  |
|                         | WEEK 1 > |     |     |     |     |     |     |     |  |  |  |
|                         | WEEK 2 > |     |     |     |     |     |     |     |  |  |  |

  

|                    |             |     |     |     |     |     |     |                            |    |    |                           |
|--------------------|-------------|-----|-----|-----|-----|-----|-----|----------------------------|----|----|---------------------------|
| 7. EXCEPTION CODES | 8. WEEK ONE |     |     |     |     |     |     | 9. TOTAL # OF HOURS EARNED |    |    | 10. INITIAL LEAVE ENTRIES |
|                    | SUN         | MON | TUE | WED | THR | FRI | SAT | CE                         | CD | OX |                           |
|                    |             |     |     |     |     |     |     |                            |    |    |                           |
|                    |             |     |     |     |     |     |     |                            |    |    |                           |
|                    |             |     |     |     |     |     |     |                            |    |    |                           |

  

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|--------------------|-------------|-----|-----|-----|-----|-----|-----|----------------------------|----|----|---------------------------|
| 7. EXCEPTION CODES | 8. WEEK TWO |     |     |     |     |     |     | 9. TOTAL # OF HOURS EARNED |    |    | 10. INITIAL LEAVE ENTRIES |
|                    | SUN         | MON | TUE | WED | THR | FRI | SAT | CE                         | CD | OX |                           |
|                    |             |     |     |     |     |     |     |                            |    |    |                           |
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| <p style="text-align: center;"><b>SUPERVISORY CERTIFICATION</b></p> <p>____ ORIGINAL TIMEFAX</p> <p>____ CORRECTED TIMEFAX:</p> <p>    ____ Adds exceptions not previously recorded</p> <p>    ____ Deletes/alters exceptions previously recorded; explanation:</p> <p>ATTENDANCE AND ABSENCES CERTIFIED CORRECT. OVERTIME APPROVED IN ACCORDANCE WITH EXISTING LAWS AND REGULATIONS FOR NON-EXEMPT FLSA. I DID NOT SUFFER OR PERMIT ANY OVERTIME WORK OTHER THAN AS REPORTED FOR THIS PAY PERIOD.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____<br/>AUTHORIZED SIGNATURE</div> <div>_____<br/>DATE</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____<br/>PRINTED NAME</div> <div>_____<br/>PHONE NUMBER</div> </div> | <p style="text-align: center;"><b>EXCEPTION CODES</b></p> <p>LN – ADMIN LEAVE (Blood Donor, Snow, etc)<br/> LA – ANNUAL LEAVE<br/> LB – ANNUAL LEAVE – ADVANCED<br/> KC – AWOL (ABSENCE WITHOUT LEAVE)<br/> CE – COMP TIME EARNED<br/> CT – COMP TIME USED<br/> LC – COURT LEAVE<br/> CD – CREDIT HRS EARNED<br/> CN – CREDIT HRS USED<br/> LV – EXCUSED ABSENCE (up to 59 mins)<br/> DC – FAMILY ILLNESS/SICK (ALSO SEE CHAP III)<br/> HG – HOLIDAY PREMIUM<br/> LH – HOLIDAY<br/> KA – LWOP (LEAVE WITHOUT PAY)<br/> LM – MILITARY LEAVE<br/> OX – OVERTIME<br/> RG – REGULAR TIME (FOR CORRECTIONS ONLY)<br/> CR – RELIGIOUS COMP TIME EARNED<br/> CA – RELIGIOUS COMP TIME USED<br/> LS - SICK LEAVE<br/> LG – SICK LEAVE – ADVANCED<br/> LY – TIME OFF AWARD<br/> LT – TRAUMATIC INJURY (COP)</p> | <p style="text-align: center;"><b>DISTRIBUTION CODES</b></p> <p><b>CODE - FOR INTERNS IN:</b></p> <p>201 - ACQUISITION LOGISTICS</p> <p>202 - BUSINESS, COST EST &amp; FIN MGMT</p> <p>203 - CONTRACTING</p> <p>204 - SYSTEMS PLANNING, RESEARCH, DEVELOPMENT &amp; ENGINEERING</p> <p>205 - MANUFACTURING, PRODUCTION, AND QUALITY ASSURANCE</p> <p>207 - COMMUNICATIONS - COMPUTER SYSTEMS</p> <p>208 - TEST AND EVALUATION ENGINEERING</p> |
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**REVISED 11-00**